



**It's real.**

**POSITION VACANCY ANNOUNCEMENT**

**City of Seguin**

**"An Affirmative Action/Equal Opportunity Employer"**

**RECEPTIONIST/VOLUNTEER COORDINATOR**

**ANIMAL SERVICES DEPT.**

**# 1491 11/17/16**

**This position is responsible for operating a multi-line phone system, answering, directing and taking messages for calls; performs clerical duties and functions as volunteer coordinator for the Animal Services Department. Ability to have passion in caring for animals; deal comfortably with dogs and cats. Requires ability to: effectively interact with the general public; operate multi-line phone system, properly direct calls, and take accurate messages; operate standard office equipment including copier, calculator, and computer. Typing speed of 30 wpm and Bilingual preferred. Must have a H.S. Diploma or G.E.D. and successfully complete pre-employment drug screen. Starting salary is \$13.64/hour. Applications will be accepted at City Hall, 205 N. River, Seguin, Texas 78155. Position open until filled. AA/EOE**